1. Title: Waste Management – Operational Controls		
A. Significant Environmental	B. Activity Group:	Date
Aspect:		
Generation of Waste	Mission support	Jan 14 2010
	(printing, copying,	
	computer use), Cafeteria	
	Operations, Facility	
	Maintenance.	
2. Activities (and corresponding symitten controls, where applicable):		

2. Activities (and corresponding written controls, where applicable):

USDA agencies should seek to continually decrease their waste stream by preventing the generation of waste in their daily work operations. Agencies should reuse, or transfer to other organizations for reuse, any supplies they so longer need. Agencies should recycle only those items that have no value except for their basic material content, and compost or mulch organic cafeteria residuals.

3. Operational Controls such as technical, operational, procedural (and corresponding written controls where applicable)

cont	rols, where applicable)	
No	Description	Reference
1	Occupants are aware of the items they can recycle and recycling procedures through signage, the USDA website and outreach events.	 Table 1 – lists the types of materials recycled and the location for employee drop off. Refer to the HQ Green Team Website for a tour of the HQ recycle center: http://www.da.usda.gov/HQs_GreenTeam/USD_HQsRec_ycleCenterTour.htm
2	Occupants have small desk-side containers at employee workstations for paper recycling. The office of operations will maintain throughout the building larger containers into which employees will empty their deskside containers. Desk-side recycling containers for office space use are available by contacting the Washington Area Service Center "Hotline" helpdesk at (202) 720-6858.	Refer to the HQ Green Team Website for a list the materials accepted in the "paper" recycling bins http://www.da.usda.gov/HQs_GreenTeam/RecycleList.pdf
3	The Centralized Excess Property Operation (CEPO) at the Beltsville Service Center will ensure the reuse or recycling of old excess property, including electronics and furniture.	CEPO information can be found at https://www.bsc.usda.gov/newbsc2006/cepo.asp
4	Office of Operations will ensure that service contracts contain waste minimization and recycling clauses. Contracting Officer Representatives perform routine monitoring and respond directly to any concerns registered through the WASC hotline.	Service contracts are maintained at the Washington Area Service Center

1. Ti	tle: Waste Management – Operational Controls	
5	Construction and Operation and Maintenance contracts generate "non-routine" waste based on the type of work involved.	Service contracts are maintained at the Washington Area Service Center
	Space is provided for storage and separation of construction debris during renovation activities in preparation for recycling pickup.	
	A 30 cy open-top container is available year-round for collection of scrap metal prior to recycling.	
6	Procedures for additional routine recycling opportunities not specified in existing service contracts are established and maintained by the office of operations. Upon renewal of service contracts the new contract language will include the additional recycling responsibilities and duties where possible.	Table 2 – Lists cafeteria recycling accomplished through informal agreements with the food service contract and other recycled items handled exclusively by the office of operations staff.
7	Employees should make efforts to modify their daily activities so as to minimize the generation of waste.	Table 3 – Lists controls currently used to minimize the generation of waste.
8	In efforts to reduce the toxicity of any waste generated by USDA activities, USDA procures green products that have the highest practicable recycled and bio-based content as well as the lowest feasible amount of toxic constituents, with zero toxicity as the priority. All bollards are maintained with bio-based fluids. Hydraulic fluids in the elevators are replaced with bio-based fluids at the time maintenance is due.	Refer to the green purchasing environmental management programs
9	The Headquarters complex is a small quantity handler of Universal Waste as defined in 40 CFR 273.9, primarily from light bulbs, and batteries. HQ "Universal Waste" are recycled or reclaimed to the extent possible.	Refer to USDA/OO Headquarters complex Universal Waste Management Guidance
10	The generation of used oil is an unavoidable occurrence stemming from daily operations of facility maintenance within the headquarters complex facilities. It is the policy of the office of operations to properly recycle all used oil generated as a result of our operational activities.	Refer to USDA/OO Used oil management guidance.
11	USDA policy and direction on Waste Management.	Refer to Departmental Manual 5600 Chapters IV and V.
12	USDA HQ policy on attic storage of agency property	Refer to attic storage policy (space management)

1. Ti	1. Title: Waste Management – Operational Controls		
13	USDA Occupant Emergency Plan – HQ Complex	http://www.hqnet.usda.gov/OEP/ index.htm	
14	USDA employee Emergency Response Guide	http://www.da.usda.gov/beprepa red/EmployeeGuide.pdf	
15	Emergency Contact numbers	http://www.da.usda.gov/beprepa red/hqtelephonenew.html	
16	Employee Information Center for emergency preparedness	http://www.da.usda.gov/beprepa red/	
17	Report a building issue	http://home.wasc.usda.gov/hqbld gservice/NewTicket.cfm Washington Area Service Center	

4. Maintenance plan(s) for the operational controls and actions to be taken if controls fail:

- Employees should report problems dealing with waste management to the Washington Area Service Center "Hotline" helpdesk at (202) 720-6858.
- The Contract Officer Representative(s) for Office of Operations Service contracts will periodically monitor service operations to ensure that all waste is managed according to USDA policy and Federal and State regulations.
- The Sustainable Operations Manager or designee will periodically observe and ensure that recyclables are being properly handled and collected.
- The Sustainable Operations Coordinator or designee may periodically check our trash dumpster at the loading dock to look for recyclable materials that may have been co-disposed with the periodic trash sort as a gauge of the effectiveness of the recycling program.
- The Energy and Environmental Manager or designee will periodically check to ensure that universal waste and used oil is being properly handled, stored, and disposed of in accordance with USDA plans and Federal and State Regulations.
- If this OC fails, we will investigate and install additional controls and provide retraining as necessary.

5. Corresponding Environmental Management Program:

Waste Management Environmental Management Program (EMP)

6. Record(s):

6.1. Record Type	6.2. Person Responsible for Record and Record Location:
Training records	Sustainable Operations Manager
Service Contract monitoring reports	Office of Operations, project managers
Trash Survey	Sustainable Operations Manager
Annual Recycling Report	Sustainability Operations Manager will obtain
	information from the Janitorial Service Contract &
	GSA to establish monthly and annual trends.

7. Roles & Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail) 7.1 Role 7.2 Person(s) Responsible Annual trash and recycling report for the Office of Operations building from the Building manager. Monthly recycling weights Janitorial Service Contract Segregating recyclable materials from the Employees – Office Waste & waste generated by their activity and Recyclables placing these recyclables in the appropriate Food Service - Kitchen Waste recycling bins Office of operations – Misc recycled materials see table OO Staff and alterations contractors – scrap metal and construction debris Routine pickup from collection areas Janitorial Service Contract – Paper, Bottles & Cans, Cardboard, Toner Cartridges Office of Operations – Employee Batteries, Small electronics. Food Service Contract – Food Waste, Cans, Used cooking oil. Universal Waste & Used Oil – Energy & Environment Manager. Excess Property pickup and reuse/recycle **CEPO**

8. Competence of operators on the basis of training, education or experience: The term		
"operator" could be general USDA employees, contractors assigned to specific recycling duties		
through their service contract, green team employees and/or office of operation staff.		
8.1 "Operator" Type	8.2 "Operator" Education and Experience	
General Employees	Scheduled Awareness Days	
Office of Operations COR's	Yearly Training	
Service contractors	Yearly Training	

Table 1 – Types of Materials Recycled & Collection Guidance

1 able	- Types of Materials Recycled & Collection Guidance
Material Type	General Employee Guidance
Glass, Plastic, Cans	Recycling containers are available in every wing of the south
	building and in strategic locations in the Whitten Building
Cafeteria Trays	Recycling containers are located in the cafeteria(s). The collected
	compostable trays will be included in the recovered food trimmings
	that are being sent to the ARS compost facility in BARC.
Cardboard	Cardboard –should be placed in the hallway at the end of the day
	for transport to the recycling area.
Toner Cartridges	Printer Cartridges – Toner Cartridges should be placed in the large
	recycle bins located in your staff area.
Paper	Paper - should be placed in your desk-side recycling bin and
	periodically emptied into the large recycle boxes in your staff area.
	Refer to Table 2 for items that fall under the "Paper" category.
Small Electronics – i.e.,	Place in appropriately marked collection containers in wings 3, 4, &
cell phones, pagers.	5 of the South Building.
Batteries	Batteries should be placed in the appropriately marked collection
	boxes located in wings 3, 4 & 5 of the South Building.
Three ring binders	Three ring binders are collected during office moves or employee
_	departure and donated to schools. Other pickups large quantity
	pickups can be arranged by calling the WASC hotline number.
Unsolicited Mail	Refer to Mailer Memo Volume 6 No 6. Cut down on the amount of
	unwanted mail by keeping your name off mailing lists or requesting
	companies to delete your name.
	Place all unwanted marketing mail, catalogs, brochures, etc in the
	special unwanted mail containers placed in Wing 1&3 of the South
	Building, in the basement of the Whitten building A-Section and
	floors 6&7 within Rural Development's space in the Reporter's
	Building. The Office of Operations staff will work to get in touch
	with the vendor to delete your name from their mailing list.
Excess Property –	The Centralized Excess Property Operation (CEPO) is a disposal
including Computers	unit for excess/surplus personal property released by the USDA
and furniture.	agencies, staff offices, and division in the Washington Metropolitan
	Area.
	GDDO 11 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	CEPO provides recycling services through the re-issuance/ transfer
	of as-is furniture, used office equipment and the sale of Rehab
	Furniture to USDA agencies. CEPO also sells surplus personal
	property to the general public via various types of sales.

	CEPO works diligently to provide excess computer equipment to schools and none profit organizations under Presidential order 12999 Computers for Learning Program. This program allows Federal agencies to transfer used/excess computers to the schools and nonprofit organizations for the purpose of education.
Scrap Metal and Construction Debris	Small construction contractors place scrap metal into an open-top container. OO maintains a service agreement with a scrap metal recycling contractor. If available, contractors place recyclable construction debris into appropriate containers or at designated sites. OO requires alterations contractors to haul away their non-recyclable debris so that none is deposited into building trash dumpsters.

Table 2 - Other Recycling efforts managed by the office of operations and the food service contract.

Material Type	Description
Food Waste	The food service contractor collects food trimmings from food
	preparation for composting.
Food Cans and Bottles	Food cans from the cafeteria are collected during food
	preparation and periodically transferred to the loading dock and
	combined with the other recyclables.
Used Cooking Oil	The food service contractor collects used cooking oil for
	recycling.
Bio-based hand soap	Donated to the Audubon society and others to be used for rain
containers (55 gallons)	barrels

Table 3 - Waste Minimization Controls

Waste Min Control	Description	
Napkins	The sustainable operations manager maintains signs on cafeteria	
	napkin dispensers to remind visitors and employees of their	
	opportunities to minimize waste.	
Print-on-both sides	The printing office will print on both sides as a default unless	
	otherwise specified.	
Green Purchasing	 Replace the Styrofoam clamshell containers at the Worlds Fare food station with hinged containers made from sustainable, annually renewable materials that are compostable and environmentally friendly. Replace the food service trays with compostable food trays. 	